



BAR CODE MEDICATION ADMINISTRATION (BCMA)

NURSING CHUI USER MANUAL

Version 3.0
February 2004

(Revised October 2004)

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update your existing manual with the Change Pages document, or replace it with the updated manual.

Note: The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
10/2004	iii-iv, 5 14-18, 50 53-54	PSB*3*3	<ul style="list-style-type: none"> – Added a note in the Table of Contents and Table of Exhibits about section 3.5 and Exhibits 7-10 being moved to the GUI BCMA pkg./manual. (p. iii-iv) – Removed the reference to the Edit Medication Log in the second paragraph, and updated Exhibit 1: BCMA Nursing Option Menu Screen. (p. 5) – Removed section 3.5 and Exhibits: 7-10 and replaced with blank pages, since the Edit Medication Log functionality was removed from the CHUI BCMA and incorporated into the GUI BCMA package and the associated user manual. (p. 14-18) -- Updated definition of “Not Given” and fixed typos on page. (p. 50) – In the Index, under the “Sample Screens” and “Using the Medication Administration Menu Nursing Options” sections removed references to pages 14-18 since the Edit Medication Log functionality was removed from the CHUI BCMA and this user manual. (p. 53-54).
07/2004	36, 37	PSB*3*5	<ul style="list-style-type: none"> – Updated the second paragraph to include the “Allergies” information. (p. 36) – Updated the “Example 25: Medication Administration History Report by Patient” to show the removal of the Reactions header and the inclusion of the ADRs header and the Allergies header. (p. 37)
02/2004			Original Released BCMA V. 3.0 Nursing CHUI User Manual.

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3 BCMA MENU—NURSING OPTION

Using the Medication Administration Menu Nursing Option

The BCMA Nursing Option Menu, as illustrated in Exhibit 1, lets Nursing personnel access information that has been entered via the BCMA Graphical User Interface (GUI) VDL. Because BCMA operates in real time, scanned information is available as soon as the scan is successfully completed. You can access the Nursing Option Menu from any **VISTA**-enabled terminal within the VAMC.

- ➡ Several of these options are available under both the Nursing and the Pharmacy menu options. The options that are unique to Nursing include Ward Administration Times, PRN Effectiveness List, Enter PRN Effectiveness, Manual Medication Entry, and Medication Variance Log.

EXHIBIT 1: BCMA NURSING OPTION MENU SCREEN

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File Edit View Tools Options Help

Select OPTION NAME: PSB NURSE Medication Administration Menu Nursing

- 1 Medication Administration Log
- 2 Missed Medications
- 4 Ward Administration Times
- 5 Due List
- 6 PRN Effectiveness List
- 7 Enter PRN Effectiveness
- 8 Manual Medication Entry
- 9 Medication Administration History (MAH)
- 10 Missing Dose Request
- 11 Medication Variance Log
- 12 Drug File Inquiry

Select Medication Administration Menu Nursing Option: 7 Enter PRN Effectiveness

Select Patient Name: 000009678 BCPATIENT,ONE 9-2-47 000009678 YES
SC VETERAN

Warning : You have selected a test patient.

Select Date to Begin Searching Back From: Today//
1(024,050)

To select a Nursing option:

1. At the “Select Medication Administration Menu Nursing Option:” prompt, enter the number of the desired option.
2. Press <Enter> to display the Sort Screen for the option chosen.

Using ScreenMan Format to Request a Report

Many of the Nursing options use a common screen to define selection criteria for reports, as illustrated in Exhibit 2, Report Request Using ScreenMan Format. Other options use specific screens. This section explains the screen prompts for all reports using the Report Information Sort Screen and gives instructions for entering information. Following this section are sample reports that you can run from each of the Medication Administration Menu Nursing options.

EXHIBIT 2: REPORT REQUEST USING SCREENMAN FORMAT SCREEN

Request #: ML-20040130-091538 ML

Start Date: JAN 30, 2004 At: 0:01a Stop Date: JAN 30, 2004 At: 11:00p

Run by Patient or Ward: Patient
Patient Name: BCMAPATIENT.ONE
Ward Location: Sort by Pt or Room-Bed:

Include Comments: Yes
Include Audits: YES

Print to DEVICE: HOME
Queue To Run At: JAN 30, 2004@09:15

Instructions: PF1-E Submit PF1-Q Cancel PF1-R Refresh <Ret> Re-Edit:

Exit Save Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: Press <PF1>H for help Insert

Connected to 10.4.21.2 Macro Print Capture Hold VT340 1 hr 18 min Row 24 Col 10

Many of the reports can be sorted and printed in the following ways:

- By patient. The information will display chronologically.
- By ward. The system can sort the information by patient or room/bed, and display it chronologically within each patient.

To request a report using ScreenMan:

1. At the “Start Date:” prompt, type the **start date of the report**, and then press <Enter>. **Note:** The cursor moves to the next prompt each time that you press <Enter>.

☞ To display a list or a standard date and time format, enter a ? at any date or time prompt, and then press <Enter>.

2. At the first “At:” prompt, type the **start time of the report** (in HHMM format), and then press <Enter>.
3. At the “Stop Date:” prompt, type the **stop date**, and then press <Enter>.
4. At the second “At:” prompt, type the **stop time** (in HHMM format), and then press <Enter>.

EXHIBIT 6: MISSED MEDICATIONS REPORT BY WARD

MISSED MEDICATIONS from Jan 30, 2004@00:01 thru Jan 30, 2004@23:59
Run Date: JAN 30, 2004@08:14

Page: 1

Ward Location: 7A GEN MED
Division: ALBANY

Ord Num	Room-Bed	Patient	Admin Date/Time	Medication
2IV	724-A	BCMAPATIENT,ONE (9678)	1/30/04@01:00	AMPICILLIN INJ
4UD	724-A	BCMAPATIENT,ONE (9678)	1/30/04@01:00	HALOPERIDOL TAB (On Hold)
Dec 08, 2003@12:50				
10UD	724-A	BCMAPATIENT,ONE (9678)	1/30/04@01:00	SODIUM BICARBONATE TAB
2IV	724-A	BCMAPATIENT,ONE (9678)	1/30/04@05:00	AMPICILLIN INJ
4UD	724-A	BCMAPATIENT,ONE (9678)	1/30/04@05:00	HALOPERIDOL TAB (On Hold)
Dec 08, 2003@12:50				
10UD	724-A	BCMAPATIENT,ONE (9678)	1/30/04@05:00	SODIUM BICARBONATE TAB
2IV	724-A	BCMAPATIENT,ONE (9678)	1/30/04@09:00	AMPICILLIN INJ
4UD	724-A	BCMAPATIENT,ONE (9678)	1/30/04@09:00	HALOPERIDOL TAB (On Hold)
Dec 08, 2003@12:50				

3.5 Edit Medication Log

Pages 14-18 referred to functionality that is no longer available in the CHUI BCMA package and has been incorporated into the GUI BCMA package and the associated user manual.

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Held	When a medication is not actually taken by a patient, it is considered to be “Held” and marked as such (with an “H”) in the Status column of the VDL. Reasons might include the patient being temporarily off the ward. You can select and mark multiple medications as Held on the VDL using the Right Click drop-down menu. In the case of IV bags, this status indicates that the dose was Held. The only actions available for this type of IV bag are to mark the bag as Infusing or Refused, or to submit a Missing Dose Request to the Pharmacy.
Hold	To display a medication order grayed out on the VDL until its Stop Date/Time or until it is Given. Some medical centers require that a nurse mark these order types as “Held,” although it is <i>not</i> necessary that they do so.
IEN Code	The internal entry drug number entered by Pharmacy personnel into the DRUG file (#50) to identify Unit Dose and IV medications.
Infusing	This status, for an IV bag, indicates that the bag is actively being infused. A nurse can enter a comment by right clicking on the bag. If an IV bag is scanned, the only allowable actions are to mark the IV bag as Stopped or Completed.
IV	A medication given intravenously (within a vein) to a patient from an IV Bag. IV types include Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
MAH	A patient report that lists a clinician’s name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The Date column lists three asterisks (***) to indicate that a medication is not due. The report also lists information about when an order is placed “On Hold” and taken “Off Hold” by a provider, and the order Start and Stop Date/Time for the medication.
Medication Administration History Report	Also called “MAH,” A patient report that lists a clinician’s name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The Date column lists three asterisks (***) to indicate that a medication is not due. The report also lists information about when an order is placed “On Hold” and taken “Off Hold” by a provider, and the order Start and Stop Date/Time for the medication.
Medication History Report	A report in BCMA that lists the date, time, and orderable item of a medication selected on the VDL. This report is called “Administration History Report” in CPRS.
Medication Log Report	Also called “Med Log,” a report that lists every action taken on a medication order within a specified 24-hour period. You can choose to include Comments and Audits performed on the patient’s medication orders.

Missing Dose	A medication considered “Missing.” BCMA automatically marks this order type (with an “M”) in the Status column of the VDL after you submit a Missing Dose Request to the Pharmacy. If an IV bag displayed in the IV Bag Chronology display area of the VDL is <i>not</i> available for administration, you may mark the IV bag as a “Missing Dose” using the Missing Dose button or by right clicking the IV bag and selecting the Missing Dose command in the Right Click drop-down menu.
Missed Medications Report	A report that lists information about Continuous and One-Time Unit Dose and IV Piggyback medications that were <i>not</i> administered to a patient.
National Drug Code	Also called “NDC,” the number assigned by a manufacturer to each item/medication administered to a patient.
Not Given	The status that a scanned medication marked as “Given,” but <i>not</i> actually taken by a patient, is changed to on the VDL – by using the “Undo-Given” option. The administration will display on the VDL as it appeared <i>before</i> it was marked as “Given.” BCMA notes the status change only in the Audit Trail section of the Medication Log (<i>not</i> on the VDL).
NOW Order	A medication order given ASAP to a patient, entered as a One-Time order by Providers and Pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
On-Call Order	A specific order or action dependent upon another order or action taking place <i>before</i> it is carried out. For example, “Cefazolin 1gm IVPB On Call to Operating Room.” Since it may be unknown when the patient will be taken to the operating room, the administration of the On-Call Cefazolin is dependent upon that event.
One-Time Order	A medication order given one time to a patient such as a STAT or NOW order. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time or until it is Given.
Orderable Item	A drug whose name does NOT have the strength associated with it (e.g., Acetaminophen 325 mg). The name with a strength is called the “Dispensed Drug Name.”
PRN Effectiveness List Report	A report that lists PRN medications administered to a patient that needs Effectiveness comments.
Provider	Another name for the “Physician” involved in the prescription of a medication (i.e., Unit Dose or IV) to a patient.
PSB CPRS MED BUTTON	The name of the security “key” that must be assigned to nurses who document verbal- and phone-type STAT and medication orders using the CPRS Med Order Button on the BCMA VDL.

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